

FEDERAL EMPLOYEE RESPONDERS

1. Travel day to the CDP is the day before the first day of the course.
2. Travel day going home is the day following the last day of the course.
3. You are responsible for getting your own ticket and/or rental car. You will not be reimbursed for transportation to CDP or for getting a rental car. If you are flying into Atlanta, GA, you are more than welcome to ride our transportation to CDP. Just follow the instructions in the Responder Handbook where to meet our representative at the airport. We will need to know about your desire to transport with us and we will need a copy of your itinerary faxed to us as soon as possible. Please fax your itinerary to (256) 847-2222. Your arrival time into Atlanta cannot be any later than 4:00 pm (Eastern Standard Time). Your departure time from Atlanta cannot be any earlier than 12:00 noon (Eastern Standard Time).
4. You may pay for meals by cash, check, credit card, or debit card. Lodging will be paid by cash, check or credit card (MC, VISA, American Express or Discover). These are the estimated costs and upon your arrival, we will explain in more detail:

Meals	\$ 31.00 (per day)
<u>Lodging</u>	<u>\$ 20.00 (per day)</u>
Total	\$ 51.00 (per day)

In the responder handbook, on page 5, you will have directions to CDP if you decided to drive from the airport (Atlanta airport or Birmingham airport).

If there are any questions or concerns, please contact:

Sandra Pagan Special Events Coordinator

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www.cdptraining.com

(866) 291-0697 Toll Free/Voice

(256) 310-9501

Cell (256) 847-2222 Fax